



COMMONWEALTH of VIRGINIA
Office of the Governor

Robert P. Crouch, Jr.
Assistant to the Governor
for Commonwealth Preparedness

MEMORANDUM

Date: July 3, 2007

To: All Interested Parties

From: Robert P. Crouch, Jr.
Assistant to the Governor for Commonwealth Preparedness

RE: Governor's Campus Security Conference

The Governor will host a Campus Security Conference on August 13 at Virginia Commonwealth University (VCU) in Richmond, Virginia. Governor Kaine is committed to campus security and this will be a forum to discuss best practices, state resources and guidance available to colleges and universities. We expect between 250-300 attendees to include representation from campus administration, security, emergency management and information technology from all public and private two- and four-year universities and colleges.

At this conference we hope to feature a select number of vendors who will exhibit their products and services. If you would like to reserve exhibit space at this event, please return the attached Exhibitor Agreement Form and your payment to Karen Sullivan at the address below **by Friday July 27, 2007**.

We believe this event will provide a wonderful opportunity to market your products and services to those directly involved in campus security. Should you have questions, please contact Kerry Stuver at (804) 692-0137 or via e-mail at kerry.stuver@governor.virginia.gov.

I look forward to hearing from you soon!

Governor's Campus Security Conference
August 13, 2007

Exhibitor Agreement Form

- LOCATION:** Virginia Commonwealth University
Stuart C. Siegel Center
1200 West Broad Street
Richmond, Virginia 23284
- SET UP:** Exhibitors are responsible for setting up their exhibits.
Set-up will be coordinated on Sunday, August 12, 2007. Vendors will receive information on set-up times within the following weeks, before the conference.
- TAKE DOWN:** Exhibitors are responsible for dismantling and removing their exhibits. Exhibits must be removed by 6:00 PM on Monday, August 13, 2007.
- PROVISIONS:** One exhibit space (approximately 8' x 10'); one 6' x 2' skirted table; one chair.
- FEE:** The **\$1000.00 exhibit fee** includes the above provisions, conference registration (exhibitors are welcome to attend plenary sessions and workshops) and scheduled meals and breaks.

*** Please note the VCU Siegel Center is unable to accommodate any shipments prior to the conference.**

Vendor space is FIRST COME, FIRST SERVED. The exhibit fee MUST accompany this agreement in order for space to be reserved. Checks are to be made payable to "Treasurer of Virginia" and should be received by Karen Sullivan no later than Friday, July 27 at the address below:

Virginia Department of Criminal Justice Services
202 North 9th Street, 10th Floor
Richmond, Virginia 23219
ATTN: Karen Sullivan

Business Name: _____

Address: _____

Phone Number: _____

Contact Person: _____ E-Mail: _____

Will your exhibit require electrical service? _____ Yes _____ No

Will your exhibit require Internet service? _____ Yes _____ No

Do you have any other special requirements? (extra fees may apply) _____ Yes _____ No

If Yes, please describe: _____

Have you enclosed your check, payable to “Treasurer of Virginia”? ☐ Yes ☐ No

If additional space is needed, please attach a separate sheet of paper